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18 May 1954

MEMORANDUM FOR: Chief, Plans, Research and Development Staff

SUBJECT: Fitness Report

1. This will confirm oral information transmitted to you that the proposed Fitness Report was approved at the last meeting of the CIA Career Service Board.

2. The Board approved the form as presented, with the pen and ink modifications as shown on the attached photostated copy. The Board specified that one additional change be made. In place of "This Fitness Report will not be shown to the individual being rated" read "It is optional whether or not this Fitness Report is shown to the person being rated".

3. The Board decided that the Fitness Report as described above would become effective by 1 July 1954 and would be applicable to all staff employees and staff agents in headquarters. In my opinion, however, the Fitness Report could be made effective prior to 1 July if development of necessary procedures make that possible. The Board further directed that a sterilized version of the Fitness Report for overseas use be prepared as speedily as possible and that procedures be developed for the immediate application of the Report to all overseas personnel. This overseas Fitness Report should follow as closely as possible the principles, wording and arrangement of the headquarters Fitness Report so that personnel, both overseas and in headquarters, are rated according to essentially the same procedure. In my opinion, the work which was recently done to sterilize the Personnel Evaluation Report for overseas use is largely applicable to the present problem of sterilization of the Fitness Report. That portion of the proposed overseas Personnel Evaluation Report which requests information from the person being rated with respect to his preferences for training or next assignment is, of course, not applicable.

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4. It is the intention of the Board that the Fitness Report will wholly replace the Personnel Evaluation Report on or before 1 July 1954.

SIGNED


Executive Secretary
CIA Career Service Board

25X1A9a

Attachment - as stated

25X1A9a CIA/CSB:  (18 May 1954)

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